



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Healthy Families and Youth

Division: Division of Community and Public Health

Sub-Section: Bureau of WIC and Nutrition Services

TITLE: Farmers Market Nutrition Program (FMNP)

CUTOFF:EOCY

DESCRIPTION: Records subject to Federal Audit. Food instruments are sometimes provided to program participants for use at farmers markets only. Files document the participation of retailers who participate in the program by accepting the instruments.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22581

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Local Supplemental Food Program for Women, Infants and Children (WIC)
Provider Reports

CUTOFF:EOCY

DESCRIPTION: Records subject to Federal Audit. Individual local WIC provider reports on monitoring of the provider, corrective action reports and supporting documentation. These files contain specific information about program operation in local agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22580

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Missouri Supplemental Food Program for Women, Infants and Children (WIC)
Program Activity Documentation

CUTOFF:EOffY

DESCRIPTION: Records subject to Federal Audit. WIC Program operating records and reports detailing program activity, i.e. WIC banking records: local agency issuance, retail vendor redemption, banking contractor processing reports and bank statements; infant formula issuance, redemption, and rebate billing reports; race and priority reports; management evaluation reports: semi-annual and annual. Records stored on site for 3 years, then sent to records center.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22583

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Healthy Families and Youth

Division: Division of Community and Public Health

Sub-Section: Bureau of WIC and Nutrition Services

TITLE: Senior Farmers Market Nutrition Program (SFMNP)

CUTOFF:EOCY

DESCRIPTION: Records subject to Federal Audit. Files and payment records. Food instruments are sometimes provided to program participants, who must be senior citizens, for use at farmers markets only.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22582

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Special Supplemental Food Program for Women, Infants and Children (WIC)
-- State Plan

CUTOFF:EOCY

DESCRIPTION: Includes development information. Explains the information about how a program was structured and run. Includes staffing and budget information, but not confidential client information. Prepared annually. Subject to Federal Audit.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22578

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Special Supplemental Food Program for Women, Infants and Children (WIC)
-- Vendors

CUTOFF:EOCY

DESCRIPTION: Records subject to Federal Audit. Includes applications, monitoring, agreements, correspondence, etc., pertaining to individual vendors.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22579

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
